Timetables

Year 3
Upgrade students enter the degree programme in Year Three and receive exemption from Year One and Year Two modules.

Please note: All applicants must have successfully completed a Diploma Counselling & Psychotherapy to be eligible for the Upgrade Programme.

Applicants choose from the following venues either during weekdays or every second weekend.

Year 4
Provisional Timetable and venue varies according to student module choices.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Dublin West</th>
<th>Dublin City</th>
<th>Kilkenny</th>
<th>Limerick</th>
<th>Cork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Tuesday &amp; Thursday</td>
<td></td>
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<tr>
<td>Every Second Weekend</td>
<td>Fri. 18.30-21.30 &amp; Sat. 9.30-17.30</td>
<td>Fri. 18.30-21.30 &amp; Sat. 9.30-17.30</td>
<td>Fri. 18.30-21.30 &amp; Sat. 9.30-17.30</td>
<td>Fri. 18.30-21.30 &amp; Sat. 9.30-17.30</td>
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</table>

Application Process
Applicants should complete and return the course Application Form accompanied by an initial deposit of €250, which is deductible from course fees if the application is successful. Applicants are entitled to a full refund of the initial deposit if they decide to cancel within 14 days of receipt of their application. Should an application be unsuccessful, or if the application is cancelled by the applicant following this 14 day period or after interview, an administration fee of €60 is charged and the balance of €190 is refunded.

Intake interviews will be arranged for suitable applicants. Applicants who are offered a place will be required to confirm acceptance in writing, accompanied by a Booking Deposit of €1,000. When an applicant has accepted a place, a binding agreement is created and all tuition fees, including deposits, shall be fully non-refundable in all personal circumstances.

Fees
PCI College tuition fees for BSc Upgrade courses commencing in September 2017 are as follows:

<table>
<thead>
<tr>
<th>Year 3</th>
<th>€4,220*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 4</td>
<td>€2,950</td>
</tr>
<tr>
<td>MU Registration Fee**</td>
<td>€1,100</td>
</tr>
</tbody>
</table>

*Please note that fees include a €20 charge for Garda vetting process which is required prior to course entry.

**Students are required to register with Middlesex University before the course commences in the first year of study, this is a once off fee and is payable in addition to any Tuition Fees due.

Any year one or year two module that was not exempted must be taken as a catch up module - there are additional fees for required modules.

In order to facilitate students, PCI College has introduced a monthly Direct Debit Plan. Please note that there is an extra charge of €80 for this option. Full details of the payment plan can be viewed on our website

Accreditation
The BSc (Honours) Degree Counselling & Psychotherapy is quality assured by Middlesex University and you will receive a Middlesex Level 8 award on successful completion of the course. The requirements for professional accreditation (with the IACP or similar) are not part of the BSc Upgrade programme. Students who wish to work towards professional accreditation must enter the BSc (Honours) degree programme in Counselling & Psychotherapy at Year 1 or 2.
Terms & Conditions

Entry Requirements:
It is the responsibility of the applicant to ensure that he/she fulfils the minimum entry requirements for a chosen course, and to ensure that the chosen course is suitable for his/her needs and level of ability. Once an applicant accepts an offer of a place on the course, he/she agrees to abide by the rules and regulations of the College. If the applicant does not reach the acceptable minimum criteria for the course, PCI College has the right to withdraw them from the course.

Fees:
Tuition Fees are non-refundable in all personal circumstances. The balance of fees for tuition is payable, in full, before the course commences, or by availing of an agreed PCI College Direct Debit Payment Plan. Tuition Fees do not include costs of Additional Requirements such as Personal Therapy, Supervision and CPD.

Once a student is enrolled on a programme of study, no part of course fees are refundable or transferable. No refund will be made in any circumstances to students who fail to attend classes or who commence a course and subsequently feel that the course does not suit him/her. Students who are having their fees paid or part-paid by a third party, should be fully aware that responsibility for payment of fees and liaison with these bodies rests solely with the student and not with PCI College.

The College makes every effort to provide the Programme as described, and to avoid altering course dates, tutors, locations etc. However, should any changes be necessary, you will be notified at the earliest opportunity. All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that the class does not proceed.

Where a student receives a refund and chooses to keep the refunded fees on their account, this credit shall only be applicable to programmes within that programme category (e.g. counselling & psychotherapy or CPD or Psychology). Credit will remain on the students account for a period of two years from the date of refund.

Student Requirements:
Students are required to have sufficient IT skills and access to appropriate IT facilities to participate in the course. All students are assigned an individual email address and given access to an online Student Portal. The Portal includes course materials, an online library and College announcements and students are required to upload all written assignments online. Email is the primary communication method of the College and all students are requested to access their individual email account on a regular basis to ensure receipt of all notices.

Students with a disability may require adjustments to facilitate their learning. These adjustments will be fully evaluated by PCI College. Students are requested to make the College aware of any disability, special need or learning support requirement on application.

Students may be requested to participate in Garda Vetting procedures in relation to programme and accreditation requirements. Please note that fees include a €20 charge for Garda vetting process which is required prior to course entry.

Our Terms and Conditions may change and be updated from time to time. Students are requested to review the current version of Terms and Conditions on our website at www.pcicollege.ie.
APPLICATION FORM

1. Personal Details (Please fill all fields in BLOCK CAPITALS)

Name: (for registration—as appears on passport/utility bills)

Forename: ____________________________ Middlename: ____________________________ Surname: ____________________________

Address: ____________________________________________________________________________

Date of Birth: ____________________________ Nationality: ____________________________

Ethnicity: ____________________________________________________________________________

(Please leave blank if you prefer not to say)

Telephone: Home: ____________________________ Work: ____________________________

Mobile: ____________________________

Email: ____________________________________________________________________________

Current Employment: __________________________________________________________________

Where did you see details of this course advertised? __________________________________________________________________

2. I wish to apply for a place on the course commencing September 2017. I have indicated my Top 3 Preferences of venue and time, from the options below. (1 being the most preferred, 2 being next preferred and so on) : Please note that we operate on a first come, first served basis.

- Tuesday 14.00-19.00 Dublin West PCI College, Corrig House, Old Naas Road, Clondalkin, Dublin 22
- Tuesday 14.00-19.00 Kilkenny Butler House, 16 Patrick St, Kilkenny City, Kilkenny
- Wednesday 14.00-19.00 Dublin City Centre High Park Campus, Drumcondra, Grace Park Road, Drumcondra, Dublin 9
- Every Second Weekend  Fri 18.30-21.30 Sat 9.30-17.30 Dublin City Centre High Park Campus, Drumcondra, Grace Park Road, Drumcondra, Dublin 9
- Every Second Weekend  Fri 18.30-21.30 Sat 9.30-17.30 Dublin West PCI College, Corrig House, Old Naas Road, Clondalkin, Dublin 22
- Every Second Weekend  Fri 18.30-21.30 Sat 9.30-17.30 Limerick Mary Immaculate College, South Circular Road, Limerick.
- Every Second Weekend  Fri 18.30-21.30 Sat 9.30-17.30 Cork Education Support centre at the Rectory Western Road, Cork

3. Education in Counselling & Psychotherapy

INTRODUCTORY COURSE - CERTIFICATE IN COUNSELLING & PSYCHOTHERAPY (OR SIMILAR)

Name of Course: ____________________________

Institution: ____________________________________________________________________________

Award: ____________________________________________________________________________

CORE COURSE - 450 HOURS (Diploma in Counselling & Psychotherapy)*

Name of Course: ____________________________

Institution: ____________________________________________________________________________

Award: ____________________________________________________________________________

Main Tutors: 1. ____________________________ 2. ____________________________

Qualifications: ____________________________________________________________________________

*Please note that you must include your Core Course Outline, Transcript of Results, Copy of Relevant Qualifications and a Complete Course Comparison Form.
4. CLINICAL WORK

Are you accredited with any recognised counselling bodies? ____________________________________________

Hours of one to one supervised counselling (must be substantiated by letter from supervisor)

__________________________________________________________________________________________

Hours of personal therapy (must be substantiated by letter from your counsellor) _______________________

Please give names and addresses of two personal referees who would attest to your competence to undertake the
degree programme and to your suitability to act in the capacity of counsellor. (BLOCK CAPITALS PLEASE)

<table>
<thead>
<tr>
<th>1</th>
<th>Name:</th>
<th>2</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address:</td>
<td></td>
<td>Address:</td>
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<tr>
<td></td>
<td>Tel:</td>
<td></td>
<td>Tel:</td>
</tr>
</tbody>
</table>

If you have a disability or special need, will you require extra learning support?

☑ Yes ☐ No

If yes, please give details?

__________________________________________________________________________________________

I wish to join the BSc in Counselling & Psychotherapy Upgrade Programme and

1. I have completed a Diploma in Counselling & Psychotherapy / Diploma in Addiction Counselling ☐
2. Copy of Core Course Prospectus / Core Course Outline ☐
3. Transcript of Results of all my assessments / examinations ☐
4. Copy of all relevant qualifications ☐
5. Completed Course Comparison Form ☐
6. Letter from counsellor to verify 50 hours of personal therapy ☐
7. Letter from supervisor to verify 100 hours of client work ☐
8. €250 deposit ☐

5. I enclose a deposit of €250.00 (of which €60.00 is non-refundable)

☑ VISA / MASTERCARD / LASER ☐ CHEQUE

Card No: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __.__

6. Declaration

I wish to register for the programme selected above and understand the academic and professional provisions of the

course. I declare that the information provided in this application is accurate. I have read and understood the Terms

and Conditions for programme registration (as set out in page 3 of this application form and online at

www.pcicollege.ie) and I agree to be bound by these Terms and Conditions.

Signed: ____________________________ Date: ____________________________
| Module Number / Description | What is covered in the PCI College Module:  
(Summary of Learning Outcomes. 
Further detail is available in the course Narratives ) |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| **Year 1: PCIBSCCP 1401** | - The Core principles of Person-Centred therapy.  
- The Core principles of Existential therapy.  
- The common and unique characteristics of Humanistic and Existential psychotherapy. |
| **Humanistic & Existential Approaches: Relational Perspectives in Counselling & Psychotherapy** | 30 Credits |

| **Year 1: PCIBSCCP 1402** | - Understand how to establish an appropriate setting for counselling, including making a working contract, establishing Therapeutic Alliance and managing time within the counselling relationship.  
- Demonstrate the following base-line skills: Establishing a warm accepting relationship, Attending, Active listening, Reflecting skills, Being concrete, Prioritising, Exploring choices, Primary empathy, Probing skills.  
- Self-evaluate ability to offer a structured counselling experience to a client and demonstrate awareness of how issues for the counsellor can affect the counselling process. |
| **Humanistic Therapeutic Skills** | 30 Credits |

| **Year 1: PCIBSCCP 1403** | - Demonstrate the self-awareness required to becoming an effective counsellor and the tasks involved in integrating personal experiences into professional selves.  
- Demonstrate knowledge of the following frameworks and tools: Johari Window, Maslow’s Hierarchy of Needs, Rogers Conditions of Worth, Goleman’s theory of Emotional Intelligence, The Nature V. Nurture debate, Erickson’s Stages of psychosocial development, Kohlbergs stages of Moral development and Bronfenbrenner’s ecological systems model.  
- Identify significant areas of influence on own development through reflecting on the roots of personal identity, communication style, emotional life and patterns of social relationships.  
- Indicate a self-knowledge, especially in the areas of Conditions of Worth, needs, moral development, emotional intelligence and relationships.  
- Acknowledge personal limitations and recognise potential to transcend them.  
- Engage effectively in group process. |
| **Personal Development & the Student Counsellor: An Exploration of Self** | 30 credits |
| Module Number / Description | What is covered in the PCI College Module  
(Summary of Learning Outcomes. 
Further detail is available in the course Narratives) |
|-----------------------------|--------------------------------------------------|
| Year 2: PCIBSCCP 2501       | Psychotherapy & Science: Psychology, Psychiatry & Cognitive Behavioural Therapy  
30 credits |
|                             | - The concept of psychological abnormality or mental illness; perspectives of relativism and socio-cultural influences. Scientific principles and practices relevant to counselling and psychotherapy, including empiricism, causality and reductionism  
- Major categories of psychiatric disorders, including anxiety disorders, personality disorders, substance abuse and addiction, mood disorders. Psychological concepts relevant to counselling and psychotherapy, including behaviourism and neuropsychology. The DSM-5.  
- Current thinking in relation to evidence-based approaches to counselling and psychotherapy, especially Behaviour Therapy, CBT, and the effectiveness and limitations of these approaches.  
- The application of the Cognitive-Behavioural model to the most common mental health disorders (Depression, social anxiety, generalised anxiety, panic disorder, substance addiction) Use of guided discovery, key cognitions and self-defeating behaviours.  
- Boundaries and limits of counselling and psychotherapy; interface with psychiatry and medical approaches.  
- Biopsychosocial approaches. |
| Year 2: PCIBSCCP 2402       | Case Management & Therapeutic Skills in Professional Practice  
30 credits |
|                             | - The main codes of ethics in the field of Counselling & Psychotherapy field in Ireland and UK. The key elements of what constitutes an ethical dilemma and critically assess the main aspects of Irish and British Law that impinge on counselling practice.  
- Demonstrate increased self-knowledge in areas such as values, prejudices, strengths and weaknesses with regard to boundaries, levels of general well-being and potential point of impairment of own competence. Show an understanding of, and the ability to maintain, confidentiality. Outline the key elements of a counsellor/client contract.  
- Demonstrate the ability to write and keep satisfactory case notes. |
| Year 2: PCIBSCCP 2503       | Universal Issues in Counselling & Psychotherapy: The Relational Self  
30 credits |
- The family genogram. Loss, Stages and symptoms of grief, intervention frameworks for the grieving client, global theories of love and Intimacy, Biological basis of sexuality, gender expression and the therapist as a sexual being |
| Year 2: PCIBSCCP 2504       | Group Supervision  
30 credits |
|                             | - Using Supervision effectively  
- Writing case notes  
- Counselling Codes of Ethics and Ethical Decision-Making  
- Contracting with clients – confidentiality, informed consent, etc.  
- Assessment  
- Case Formulation  
- Referral |
<table>
<thead>
<tr>
<th>Module Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>PCIBSCCP 2504</td>
<td>Group Supervision</td>
</tr>
<tr>
<td>PCIBSCCP 2503</td>
<td>Universal Issues in Counselling &amp; Psychotherapy: The Relational Self</td>
</tr>
<tr>
<td>PCIBSCCP 2502</td>
<td>Case Management &amp; Therapeutic Skills in Professional Practice</td>
</tr>
<tr>
<td>PCIBSCCP 2501</td>
<td>Psychotherapy &amp; Science: Psychology, Psychiatry &amp; Cognitive Behavioural Therapy</td>
</tr>
<tr>
<td>PCIBSCCP 1403</td>
<td>Personal Development &amp; The Student Counsellor: An Exploration of Self</td>
</tr>
<tr>
<td>PCIBSCCP 1402</td>
<td>Humanistic Therapeutic Skills</td>
</tr>
<tr>
<td>PCIBSCCP 1401</td>
<td>Humanistic &amp; Existential Approaches in Counselling &amp; Psychotherapy</td>
</tr>
</tbody>
</table>

Match with the relevant content from your core course.

Reference the Prospectus or Course Description from Institute No.

Please see Additional Information on Pages 5 & 6 for details of what is covered in the PCI College Modules.